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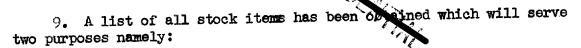
UNITED_STATES GOVERNMENT TO : Chief, Services Division DATE: January 5, 1950 FROM : Acting Chief, Supply Branch SUBJECT: Monthly Report for December 1949 1. Action has been taken, as a result of Management recommendations, to dispose of obsolete or exerbitant quantities of non-CIA forms stocked in the warehouse. 2. During the month of December a fire drill was conducted at the warehouse which preved entirely satisfactory. Evacuation of the buildings was accomplished in 2-1/2 minutes. 3. A proposed procedure for obtaining signatures of individuals authorized to issue preperty passes was concurred in by Physical Security Branch. In the future 3x5" cards will be signed by designated employees and maintained on file at the guards' desks. Cancelling or adding of new names will be simplified in lieu of the present method whereby lists are maintained covering the names of all authorized persons by buildings. is presently in precess of being black-topped and it is contemplated this job will be accomplished within a period of one week. 5. A revision of the [Administrative Instructions] is presently being prepared and will be available for review by your office on Tuesday, 10 January 1950. Instructions have been furnished responsible individuals in the warehouse with respect to prohibiting gaseline operated vehicles warehouse unless previously drained of gaseline. This does not apply to gaseline operated fork lifts equipped with fire extinguishers required to eperate in the warehouse during nermal working hours. 7. Action has been taken to effect disposal of unserviceable medical equipment as recommended in Certificate of Audit No. 1-5-50. This recommendation was further concurred in by 25X1 Medical Division. 8. A memorandum delegating responsibility to all supervisory personnel in the with respect to security, fire and safety matters has been issued. cument No.

NO Change in Class. DECLASS Class. CHANGED TS DDA Memo, Auth: DDA REG. Approved For Release 3/05/15 DetA-RDP54-00177A000100110001-0 2 8 MAR 1978

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- a. Preparation of revised CIA catalogs.
- b. Guide for procurement officers in determining if items are contained in stock prior to procurement action.

10. Installation of additional key to commended by this office, has been accomparehouse area.	oxes by PBA Guard clished throughout	Force, as rethe	25X1A6A
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			25X1A9A

J. SHIFF BEHT HALL

1.	Requisitions:
	Received during month
	Account #2 - Office Supplies
2.	Cargo and Domestic Shipments:
	Requests
3.	Miscellaneous:
	Moving and relocation of equipment in CIA Buildings: Number of job orders
4.	Identification Control Records:
	Postings
5.	Typewriter Maintenance and Repairs:
	Requisitions received during month
6.	
	Service calls

Total authorized obligations.....

\$69,393.11